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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

March 31, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 13

Supplement C

To: All Order Administrators, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Distribution of Food Orders

In order to facilitate and expedite the distribution of Food Orders to the persons and industries interested, the following instructions will be in effect immediately:

1. Any division chief who contemplates issuance of a Food Order will, in the planning stage, notify the Reproduction and Distribution Section of the Administrative Services Division that the order is contemplated and furnish that section with any information it may require to prepare or acquire an adequate mailing list.
2. No directions shall be sent to any Regional office requiring distribution of Food Orders without first clearing with the Reproduction and Distribution Section. It is the responsibility of that section (see attached copy of memorandum from Mr. Kitchen on this subject) to handle all details of field distribution of Food Orders.

H. C. Albin

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

March 15, 1943

To: All Branch Chiefs and Order Administrators
From: C. W. Kitchen, Deputy Director
Subject: Distribution of Order Material in the Field

In order to simplify and centralize procedure for the distribution of Food Distribution Administration Orders and related material in the field, the following responsibility for distribution is hereby established:

The Reproduction and Distribution Section of the Administrative Services Division shall be responsible for making all necessary arrangements to effect proper reproduction and distribution in the field of all Food Distribution Administration Orders and related material.

Pursuant to the foregoing section, when a Branch requires material to be distributed in the field, it should so notify the Reproduction and Distribution Section which will then carry out its assigned functions. This will include distribution both in the Department and in the field.

All requests for Distribution in the field are to be forwarded to the Reproduction and Distribution Section. No Branch is to make arrangements for Distribution directly with the Regional and Field offices or with industry associations unless prior approval has been obtained from the Administrative Services Division. Mr. Felder or Miss McCaig of this section should be consulted in connection with such matters.

By observing this procedure, confusion and duplication of effort will be reduced and it will be possible for a coordinated policy of distribution to be followed.

C. W. Kitchen

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